



# WASHINGTON MANAGEMENT SERVICE RECRUITMENT ANNOUNCEMENT

Washington State Department of Corrections

## FOOD SERVICE MANAGER 4

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<b>OPENS:</b>	<b>April 15, 2010</b>
<b>CLOSES:</b>	<b>April 29, 2010</b>
<b>COMPENSATION:</b>	<b>Range of Consideration \$44,136 - \$55,164 Annually WMS Band 1</b>
<b>LOCATION:</b>	<b>Coyote Ridge Corrections Center Connell, Washington</b>

**WHO MAY APPLY:** This recruitment is open to anyone who meets all or most of the desirable qualifications listed below.

### **AGENCY PROFILE:**

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

The agency mission is, "To improve public safety".

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, and Offender Treatment & ReEntry Programs Division and Health Services Department. The Department employs over 8,000 staff and has a biennial budget of approximately \$1.5 billion.

For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov).

### **POSITION PROFILE:**

Under the supervision of the Associate Superintendent, this position serves as the senior food service manager responsible for overseeing approximately \$250,000 in monthly food purchases, supervision of over 20 staff, oversees the feeding of over 2,500 offenders. In addition to budget and meal accountability, this position oversees staffing requirements and authorization, staff interview and appointment recommendations, evaluation of menu changes, off contract purchasing, equipment needs and repairs (including replacement), inventory controls, emergency response planning, and staff training.

As the Food Service Manager 4, s/he must analyze information and problem solves situations both emergent and non-emergent concerning the facility food services department. This position directly supervises two WGS Food Service Manager 2s, who have responsibilities for Medium and Minimum food service operations. This position could be called upon to serve on committees to develop and implement Operational Memorandums to enhance facility food services. Also is responsible for recommending policy changes to facility Executive Team for review.

The Food Service Manager 4 provides concrete direction and a professional example to all AC Cooks and Food Service Manager 2s.

### **DESIRABLE QUALIFICATIONS:**

#### **Knowledge:**

- Demonstrated working knowledge of DOC Policies, RCW's, WAC's, and CRCC Operational Memorandum's.
- Thorough understanding of Human Resource policies, Collective Bargaining Agreement, Merit System Rules, Grievance Procedures, Performance Monitoring, and Supervisory Techniques.
- Practical knowledge and wisdom in managing offenders at CRCC.
- Knowledge of: management of large-scale food preparation and services; scheduling and assigning work; inventory procedures; report preparation.
- Ability to: supervise and train others in cooking and food service; plan a variety of nutritious menus to fit needs and limitations on food preparation; establish and maintain cooperative working relationships with others; follow written and oral instructions.

#### **Desirable Education/Experience:**

- Bachelor's Degree in institution management, hotel and restaurant administration, home economics, business administration or related field; AND three years of supervisory/administrative experience including planning and budgeting OR equivalent education/experience.
- Five years of correctional experience in adult or juvenile corrections with progressing levels of responsibility.

#### **Demonstrated Competencies:**

- Demonstrated ability in providing positive leadership in times of stress, conflicts, and unforeseen events in a food service department.
- Skill in oral and written communication that is clear and concise.
- Ability to promote teamwork and foster cooperation among all unit staff as well as collecting valuable input for the efficient operation of the unit.
- Determination to follow through with a project to the point of successful completion.
- Ability to maintain good working relationships and positive interactions with other supervisors and departments at CRCC in order to foster accountability and improve the overall program.

#### **Legal Requirement:**

- Maintain current Food Handler's Permit.

## **APPLICATION PROCESS:**

### **Apply by submitting:**

- One page letter of interest addressing your experience and qualifications relevant to the position as described in this announcement.
- Current, one page resume that includes names of employers, dates of employment, and education.
- In addition to your present or most recent supervisor, provide a list of three professional references with current addresses and phone numbers.
- Written responses to the **QUESTIONS** listed below.
- As a separate part of the recruitment process, applicants are requested to voluntarily complete the attached applicant profile and return it with the application packet. Application profiles are confidential.

### **QUESTIONS:** Please limit your responses to no more than one (1) page per question.

1. In terms of your experience, education, skills, abilities, and knowledge, how are you qualified to be a Food Service Manager 4?
2. Describe your leadership and managerial skills and how you would utilize them in developing a strong working team in the unit.

**Electronic applications will be accepted. Completed application packets should be forwarded to:**

**Coyote Ridge Corrections Center  
Human Resource Department  
P O Box 769  
Connell WA 99326**

**Fax Number: (509) 544-3545**

**Email address: [casmith@doc1.wa.gov](mailto:casmith@doc1.wa.gov)**

The Washington State Department of Corrections is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities, and persons over 40 years of age to apply.

<p><b>DOC is an organization that respects individuals for their unique qualities, and strives to create a safe environment for individual uniqueness.</b></p>
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To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the Applicant Profile Data Form. This information will be treated as confidential and will be available only to authorized personnel.

## PROFILE DATA

**The Department of Corrections is an Equal Opportunity employer, and as such, encourages women, racial and ethnic minorities, persons with disability, and disabled and Vietnam era veterans to apply. We request your voluntary answers to the Profile Data listed below. Please complete the information and return this document with your Letter of Interest and Resume. Your answers will be treated as CONFIDENTIAL.**

NAME: \_\_\_\_\_

Position for which applying: \_\_\_\_\_

Please check any/all of the following that may apply:

- ☐ Male
- ☐ Female
- ☐ Age 40 or older
- ☐ Disabled veteran (30% or more disabled)
- ☐ Vietnam Era Veteran
- ☐ Caucasian
- ☐ Black/African American
- ☐ Hispanic
- ☐ Asian/Pacific Islander
- ☐ Native American

Other: Please indicate  
race/culture \_\_\_\_\_

If you are more than one race, please also  
check "Multi-Racial" and indicate your  
preference for Affirmative Action purposes.

☐ Multi-  
Racial: \_\_\_\_\_

Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning. Yes ☐ No ☐

Signature \_\_\_\_\_ Date \_\_\_\_\_

Again, you are encouraged to complete the information above and return this document with your letter of interest and resume.

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Please assist our agency in its recruitment efforts by indicating how you learned of this career opportunity.

- ☐ Department of Corrections Recruitment Announcement
- ☐ Department of Corrections Website
- ☐ Department of Corrections Job Line
- ☐ Newspaper
- ☐ Professional Magazine/Periodical
- ☐ Employment Service Center
- ☐ Other Website (please specify) \_\_\_\_\_
- ☐ Job/Career Fair – Location \_\_\_\_\_
- ☐ State Agency (office/location) \_\_\_\_\_
- ☐ Other

Thank you for responding to our survey.

**DOC is an organization that respects individuals for their unique qualities,  
and strives to create a safe environment for individual uniqueness.**